

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Panama City	2. AGENCY State Department (DS)	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☒ b. New Position
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Guard Supervisor FSN-0710	8	TLO	12-24-13
b. Other				
c. Proposed by Initiating Office	Local Guard Coordinator			

6. POST TITLE POSITION (if different from official title) Local Guard Coordinator	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION State / RSO	a. First Subdivision
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION

This subordinate Locally Engaged Staff (LES) member is responsible for the first -line management and supervision of the local guard personnel resources. As directed by the Regional Security Officer (RSO), and Security Coordinator (SC), the LGC is responsible for development of the Local Guard (LG) components of the facility defense and reaction plans for the following facilities; NEC, CMR, American Cemetery and Peace Corps ; for daily management and oversight of the guard personnel and resources; for assisting in coordinating security planning and execution of drills with facility and residential security personnel; assisting with the development of security logistical planning and financial plans; assisting the RSO and SC with guard contract administration, contractor monitoring and performance oversight; and for providing and/or monitoring the local guard training program. Assist the RSO and SC with resource management of local guard budget contract valued at approx. \$1,537,509.00 annually; coordinating security planning and drills for facilities and residences with host-nation security forces; and assisting the SC in the development of logistical and financial plans.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
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Administration: 50%

The LGC provides comprehensive management advice to the RSO, Post Security Officer (PSO), and the SC on the operational, contractual, and financial aspects of the local guard program under their area of responsibility. The incumbent is a senior member of the Security Planning and Support Staff (SPSS) member and provides supervision of the SPSS staff in absence of the SC and SDC as required. The incumbent assist the RSO and SC in the formulation of annual local guard (LG) program budget, provides justification statements, and drafts official cables for RSO/PSO approval; assists with monitoring the LG portion of budget execution and recommends changes to budget plans and/or programs based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc.

The LGC provides daily oversight of guard performance and provides supervision for guard's at all official facilities, residential properties and mobile patrols, documenting deficiencies and recommending corrective courses of action; creates work schedules; and reviews timesheets for the LG assigned to official facilities and residences for errors. The incumbent provides oversight of 130LG personnel.

The incumbent will be highly familiar with Diplomatic Security's program guidance (12 FAH 7 and 12 FAH 8), the Departments budget process and allotment tracking tools, local guard contracting, host country labor law, post labor regulations, procedure res and practices, Department of State labor management regulations , and other procedures and policies as directed by DS/IP/OPO/FPD.

In coordination with the Foreign National Service Investigator (FSNI) the incumbent will develop and maintain mid-level contacts with host nation security forces, maintains contact with the guard contract management, and develops background material for use of the RSO and SC in conducting security related negotiations and may act as an interpreter during the course of such negotiations where nuance of language meaning is important. The incumbent attends professional meetings and reviews a variety of published materials on security related issues such as books, technical journals, magazines and government reports. The incumbent prepares a broad range of reports on the local security environment, provides professional presentations on security theory and practice, and provides other administrative and operational reports as required.

Security Functions: 50%

As the senior SPSS member responsible for local guard operations at all official facilities and residential properties, the incumbent assists in the development and maintains a comprehensive, complex, and integrated operational, financial, training, communication, and logistical plans for the LG portion of the Integrated Security Plan (ISP). The LGC is responsible for the development of Facility Deployment Overlay (FDO) each official facility and residence. In addition, is responsible for creation and maintenance of the LG orders for official facilities, and residences, and ensures that LG orders and standard operating procedures are consistent with the ISP and that the responsibilities for executing the plan is fully understood by all levels of LG personnel assigned at official facilities and residences; plans for and conducts tests and drills as directed by the RSO/PSO or SC to ensure normal and emergency LG operating procedures are properly functioning and makes recommended changes as required.

Makes recommendations affecting the content and character of the LG program by interviewing prospective candidate's and reviewing employment packages to ensure that all the requirements for LG qualifications have been met; and ensures that background checks are conducted on prospective LG personnel, and updates are performed as required, and coordinates these actions with the SC, the FSNI and the RSO/PSO.

Is designated a First Responder to emergent situations and is therefore re-callable to duty at any time. In addition, personally review all LG operations at official facilities and residences on a regular basis across the spectrum of their operational hours to ensure that LG personnel are alert and performing their functions as required by the ISP and LG orders.

At the direction of the RSO/PSO and SC, plans for, coordinates, and arranges host security force response plans and joint exercises (tabletop and actual) for emergent situations.

Maintain inventory of Government Owned Equipment and contractor provided equipment utilized by the LG program. Establishes reorder points for expendable supply items and schedules for non-expendable supplies, digital cameras and recorders, cellular telephones, radios, vehicles, and required office furniture, training equipment etc. required to support the LG program. Assists the RSO and SC in the conduct of hands-on biannual inventories of LG equipment and reports the result to the RSO and SC; maintains these records in accordance to standard records keeping policies. Ensures that all security equipment is operational and develops systems and procedures to coordinate required maintenance.

For armed LG programs, ensure all personnel are qualified in all weapons used by guard force. Ensure firearms qualification results and

satisfactory completion of required training. To this end, the LGC must be expertly familiar with the weapons systems, with Diplomatic Security rules and regulations, with host nation weapons laws, contract firearm qualification requirements, and with post's firearms and use of force policy; maintains the use of force policy for RSO/PSO and Chief of Mission.

Incumbent verifies, supports, facilitates and conducts training of 130 LG personnel including orientation to Embassy and description of U.S. Embassy assets to be protected, role of LG in cases of fire, explosions, bomb search, and building evacuation, chemical and/or biological awareness and countermeasures briefings, ensure required maintenance of explosive detection equipment, familiar in the operation of all explosive detection equipment and, X-ray inspection equipment.

The LGC briefs the RSO/PSO and SC on a regular basis on LG operations and incidents.

The incumbent formulates the approx. \$1.5 LG portion of the annual program budget for all LG positions at official facilities and residences, provides justification statements, and drafts official cables for RSO/PSO approval; monitors LG budget execution and recommends changes to budget plans and/or LG program based on spending patterns, changes to local economic conditions (high inflation, exchange rate fluctuation) affecting price of goods and services, funding level changes, etc. The LGC maintains contact with posts Financial Management, Human Resource and General Service offices.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Completion of secondary schooling in general studies is required.
- b. Prior Work Experience: 3-5 years of progressively responsible experience in commercial security guard business, civilian or government police, or military. 3-5 years of supervisory experience required.
- c. Post Entry Training: 80 hour guard certification course and 16 annual hours of recertification every year (12 FAH 7 requirements).
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read):
Level 4 fluency in Spanish and Level 2 fluency in English (Speaking and reading in both languages)
- e. Job Knowledge:

A strong knowledge in physical security protection, standard security practices and procedures, developing and deploying of community style policing (mobile patrol) models, creation of defensive security plans, and good working knowledge of standard security equipment and digital cameras is required. Working knowledge of budget formulation and tracking, a thorough knowledge of host country operational environment, language, law and security entities; and historic criminal and terrorist threats and operational tendencies are required. Knowledge of local labor laws and practices is required.

- f. Skills, and Abilities:

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

Writing skills encompass critical analysis of defensive LG operations at official facilities and residences, the preparation of reports and plans, preparing written justification statements for the LG program budgets, drafting requests for additional services and answering questions from DS/IP/OPO/FPD about program performance, funding, or other issues. Must be able to collect and present facts and recommendations in a clear, concise manner.

The incumbent must have strong presentation and public speaking skills to conduct conferences with contractors, host-

government security officials, and security official of the local American business community, mission management, and other as required in support of the LG program. Composure and self-control are required in situations of acute questioning or adversarial situations to secure host government support for post's security, to defend proposed budgets or operational procedures. In coordination with FSNI, must be able to develop and maintain contacts with mid-level host government security officials.

Must be able to comprehend and present detailed financial and related information in a concise and fully professional manner, and maintain effective internal working relations with post's financial office, DS/IP/OPO/FPD, and others as required. Ability to understand DS and State Department budgeting process and ability to develop LG budget and communicate requirements to post financial office, DS/IP/OPO/FPD and other Agencies.

In coordination with the FSNI must have the ability to coordinate with U.S. Officers and foreign national police on security issues impacting the Embassy and its constituent posts.

Ability to understand U.S. Government contracting process to include oversight of the LG contract through formal training, informal training, and firsthand experience.

Must possess skills in Department productivity software to create professional reports and memorandum, spreadsheets and presentations, and be able to communicate clearly through email. Must possess (or be able to obtain) a valid Panama commercial driver's license (Type F). Must possess or be able to obtain a current local (Panama) firing range certification as instructor.

16. POSITION ELEMENTS

- a. Supervision Received: Direct supervision from the Assistant Regional Security Officer (ARSO)/ or SC; indirect supervision from the RSO.
- b. Supervision Exercised: Directly supervises 5 first-level guard shift supervisors, 125 guards and provide work guidance to 6 local security forces.
- c. Available Guidelines: 320 FAM, 330 FAM, 12 FAH 7, 12 FAH 8, Surveillance Detection Management and Operations Field Guide, 3 FAH 2, 12 FAH 2, 12 FAH 2, 14 FAH 2, 2 FAH 2 and 12 FAH 5. Post's guard force orders, security operational plans and directives.
- d. Exercise of Judgment:

The work requires keen analytical abilities, originality of ideas, creative solutions, and the exercise of sound, independent judgment; must be able to make independent judgments on institutional capabilities and the adequacy of security systems and controls. The LGC must be able to rapidly assimilate and assess real-time threat information and issue orders for the immediate conduct of defensive operations.

- e. Authority to Make Commitments: None
- f. Nature, Level and Purpose of Contacts: In coordination with the RSO/FSNI must be able to develop and maintain contact with mid-level host-government security officials and security professionals in the American business community, and at schools and other public venues normally frequented by American employees and their dependents.
- g. Time Expected to Reach Full Performance Level: 3 year